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NASA Procedural Requirements

COMPLIANCE IS MANDATORY

NPR 1210.1A

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Request Notification of Change

(NASA Only)

Subject: Procedures for Use of Monetary Gifts and Donations by NASA (Revalidated with Change 1, 1/7/2010)

Responsible Office: Office of the Chief Financial Officer

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Chapter 1. Operating Requirements

1.1 Introduction

This NPR provides requirements for the use of monetary gifts, donations, and bequests given to and accepted by the Agency and specifies requirements for requesting funds from the Gifts and Donations Trust Fund (80X8980).

1.2 Objective

The objective of this NPR is to expedite the request process for use of the Gifts and Donations Trust Fund resources and to ensure a timely disbursement of resources for an Agency-approved project proposal. Monetary gifts, donations, and bequests may be used only for activities that further a statutorily authorized activity of the Agency.

1.3 Management

Procedures for requesting and obligating these funds are as follows:

1.3.1. The requesting Center organization shall prepare a project proposal. The proposal shall include a description of the project, including benefits expected to result from the project, a project schedule, the amount of funds needed (travel and program related) and the personnel involved.

1.3.2. The proposed project should have a duration of 1 year or less and a request for funds of \$25,000 or less.

1.3.3. The project proposal shall be submitted to the requesting organization's Division Director or equivalent, the Center Technical Director or equivalent, the Center Chief Financial Officer, and the Center Director for review and concurrence.

1.3.4. If the project proposal receives the concurrence of the Center officials listed in paragraph 1.3.3, the proposal shall be submitted to the Agency Office of the Chief Financial Officer (OCFO).

1.4 Responsibilities

1.4.1. The Agency OCFO, shall review the proposal to ensure all information and documentation are complete and to coordinate the review and approval by the appropriate Mission Directorates and NASA Headquarters functional offices prior to submission to the NASA CFO for acceptance or rejection. The requesting office will be notified of the final decision on acceptance or rejection of the proposal.

1.4.2 The NASA OCFO shall assign appropriate account codes, and funds will be controlled through the NASA funds control system.

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